# Data Protection Information – Lecture Tube

Data protection and its safeguarding are key concerns for TU Wien. Personal data is processed in strict compliance with the principles and requirements laid down in the GDPR[1] and in the Austrian DSG[2]. TU Wien only processes the data necessary to achieve the intended purposes and strives at all times to ensure the security and accuracy of data.

## Controller:

TU Wien Rector's Office

Karlsplatz 13

1040 Vienna

## TU Wien Data Protection Officer:

Christina Thirsfeld

TU Wien

Karlsplatz 13/018

datenschutz@tuwien.ac.at

## Purposes of data processing

LectureTube is the central teaching video platform of TU Wien based on the open source software Opencast. The platform enables teaching staff and employees of TU Wien to record lectures in the lecture hall and then make the video available to students as additional multimedia learning material.

LectureTube also makes it possible to stream lectures to another suitably equipped lecture hall, directly into an e-learning course in TUWEL or via a website in real time. Furthermore, teaching staff and employees of TU Wien can create short videos directly in LectureTube via any browser and upload them to the LectureTube system to make them available to students. Moreover, recordings can be uploaded directly from Zoom (only from tuwien.zoom.us).

Content can be restricted for viewing and editing via an authorisation system. Users must log in to the platform with personal access data so that their authorisation to view, use or edit protected content on the platform can be checked. Users' master data is stored so that created content can be assigned to these users for ongoing further processing and so that users can be notified by e-mail about their recording schedule (in TISS) and related information.

## Which categories of personal data are we processing?

At each login, LectureTube takes the following personal data from the central single sign-on system for the user in question:

- Unique **User ID** (TISS ID)
- **Name** (first name, surname)
- **E-mail address**

The **last successful login time** is also recorded for each user as part of the login process.

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[1] General Data Protection Regulation
[2] Data Protection Act

LectureTube obtains the following data from the central directory service (upTUdate) of TU Wien in order to assign teaching staff and employees to certain user roles, with the name of the corresponding LDAP attribute appearing in brackets:

- **Assignment** to an **organisational unit** of TU Wien (departmentNumber)
- **Group membership** in the directory service (memberOf)

When creating a recording schedule (planning recordings in a lecture hall), LectureTube obtains the following metadata from TISS:

- For speakers:
    - Unique **User ID** (TISS ID)
    - **Name** (first name, surname)
- For users planning and/or modifying a recording:
    - Unique **User ID** (TISS ID)
    - **Name** (first name, surname)

Video imports from Zoom (tuwien.zoom.us) can only be used if a TU Wien Zoom account already exists. When importing videos, LectureTube transfers the unique **user ID** (TISS ID) to Zoom and obtains the following data from Zoom:

- Name (first name, surname) of the meeting creator
- Meeting name
- Meeting start time
- Recording time (start and end time)

LectureTube allows users to edit metadata of videos; any data can be entered into the service by the respective user.

LectureTube processes video data that has been recorded in a lecture hall, uploaded to the platform by the respective user or imported from Zoom. This video data can contain any categories of personal data. Furthermore, special categories of personal data of any kind concerning the users themselves or third parties may be present in the data introduced into the service by the respective user, for example in a lecture hall when the person is in the area captured by a camera or asks a question via a microphone or when data is presented in a video.


## Recording of log files and cookies

Each time the service is accessed, LectureTube automatically collects data and information from the computer system of the requesting computer. The following data is collected:

- **IP address** of the requesting computer
- **Date** and **time** of access
- **Name** and **URL** of the retrieved file or stream
- Transmitted **data volume**
- Message whether retrieval was successful
- **Identification data** of the accessing browser and of the operating system (user-agent string)
- Website from which access is made (Referrer)

LectureTube also uses cookies. Cookies are small text files which are sent by our web server to a user's browser when they visit our websites and are stored on their computer for later retrieval. Cookies contain a sequence of characters

which enable the browser to be identified uniquely if it is used to access the platform again. We only use session cookies (also known as temporary cookies), in other words cookies which are exclusively saved to your cache for the period during which you use one of our websites. The following cookies are set:

- Session cookies (JSESSIONID and _shibsession_*)
- Matomo cookie for statistical analysis

The usage data collected – apart from those cookies that are used to store data in connection with an active login – do not allow any conclusions to be drawn about the user. None of this anonymised usage data is merged with personal data and it is deleted immediately after the end of the statistical evaluation. All cookies are deleted at the end of the session as soon as the user ends the browser session.

We also use cookies on our website that allow us to analyse the surfing behaviour of users. The legal basis for the processing of personal data using cookies is provided by Art. 6 (1) (f) GDPR. The legal basis for the processing of personal data using technically necessary cookies is provided by Art. 6 (1) (f) GDPR.

The cookies serve in particular to determine the frequency of use and the number of users of our platform, to continue to identify the computer during a visit to our internet presence when switching from one of our websites to another and to be able to determine that the visit has ended. This tells us which area of our websites and which other websites our users have visited. It is also possible to obtain statistical data on video access, for example, which sections of a video are viewed particularly frequently or how often a video is viewed at all.

The purpose of technically necessary cookies is to make it easier to use websites. Some functions on our website may not be available unless cookies are used. For these functions it is required that the browser is recognised even after it has moved to a different site.

## Which categories of data subjects are affected by the processing?

- Teaching staff
- Employees
- Students
- Third parties

## Legal basis of the data processing

The legal basis for this data processing is provided by Art.6 (1) (e) GDPR and Section 3 of the Austrian Universities Act 2002 [*Universitätsgesetz 2002*].

## Security measures to protect the data stored with us

Users' personal data is only stored and processed within the platform. Nothing is transmitted to third parties. The processed personal data is protected from manipulation, loss or abuse by means of extensive technical and organisational measures, which are reviewed on a regular basis and updated to ensure that they are state-of-the-art.

## Categories of recipients of personal data

The data stored in LectureTube will not be passed on to third parties. Within the platform, besides the actual video content, only video metadata (for example, names of the speakers) is displayed to other users. This is in line with the purpose of the platform. This also takes into account the obligation to identify according to the requirements of copyright law.

## Data processing outside the European Union

No data processing takes place outside the European Union.

## Your rights in connection with personal data

You may object to the processing of your data in accordance with Art 21 GDPR on grounds relating to your particular situation. An objection will only result in us refraining from processing your data if the objection is justified on special grounds and the compelling reasons of TU Wien for processing the data do not outweigh these special grounds. If you wish to object to the collection and further processing of your data within the framework of the online assessment and control, please contact the individuals responsible for the assessment without delay, citing more detailed reasons.

As the **subject** of this data processing, you have the following rights in relation to TU Wien:

- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to data portability

As the data subject, you are also entitled to complain to the Austrian Data Protection Authority about alleged prohibited data processing or non-fulfilment of our obligations under the GDPR.

## Responsible supervisory authority:

The responsible supervisory authority is the Austrian Data Protection Authority (DSB), Barichgasse 40-42, 1030 Vienna, tel.: +43 1 52 152-0, e-mail: dsb@dsb.gv.at

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